

CPC Frequently Asked Questions

What is CPC?

CPC stands for Court Professional Certificate. The goal of this course is to promote professional growth and development by educating non-supervisory Judiciary staff about the Maryland court system.

What is the length of the program?

The CPC program will take three years to complete, with approximately six training days per year if all courses are taken with your cohort.

How many courses comprise the program?

There are twelve courses in the curriculum. Each course is either one or two days in length. In addition, learners take one additional elective from a list of approved electives that is distributed each year.

Courses will be offered either in-person at the Maryland Judicial Center from 9:00 a.m. to 4:00 p.m. or virtually as an instructor-led distance learning (ILDL) class in Zoom, from 8:30 a.m. to 12:30 p.m. each day.

What dates will courses be offered in 2022?

Handling the Caseload Thicket
Feb 22, 23, 24
Family Law Matters
Apr 12, 13, 14
Cashiering and Collecting Court Fines
October 12
Serving Court Customers
October 13

Who is eligible to apply for the program?

The CPC program is open to state and locally funded Judiciary employees who are not lead workers, supervisors, or managers. Applicants must have a minimum of one year of service as a regular, full-time employee with the Judiciary as of the application deadline. Also, employees must have received an overall rating of "meets standards" or above on their last annual performance appraisal.

Is this program open to locally funded Judiciary employees?

Yes. All courses offered by Professional Development are open to state and locally funded Judiciary employees.

What is required in order to apply?

Applicants must submit an application form, an essay of no more than 300 words explaining why they want to be considered for the program, and a letter of recommendation from their highest, direct administrative official (e.g. for state-paid Judiciary employees: Clerk of the Court, Administrative Clerk, AOC Assistant State Court Administrator, Executive Director for DCHQ, or Administrative Commissioner; for locally funded Judiciary employees: Administrative Judge or Court Administrator).

Do I have to type my essay?

It is preferred that you type and sign your essay.

May I mail, fax or e-mail my application?

No. Applications must be submitted through the CPC web page.

When is the application deadline?

All applicant materials (application form, essay, and letter of recommendation) must be submitted through the CPC web page no later than. Note: If an administrative official would prefer, they may send the letter of recommendation directly to proffessionaldevelopment@mdcourts.gov.

Must I attend each course?

In order to graduate, all courses must be completed in their entirety.

Do I have to keep a journal in order to graduate?

Yes. After attending each course, learners are required to write a journal entry highlighting what they learned and how they have used the information. Journal reviewers read each journal entry after each class.

What are the class dates for 2023?

Presently, they have not been finalized. When the dates are finalized, they will be posted on CourtNet and mdcourts.gov, and an email will be sent to all applicants.

What are some of the benefits of taking these courses?

There are many benefits, including:

- Meeting and learning from subject matter experts from across the Maryland Judiciary.
- Broadening your knowledge of our justice system, thereby helping you spot opportunities for improving the efficiency and effectiveness of court services.
- Networking with fellow classmates.
- Positioning yourself for greater opportunities for advancement.
- Taking advantage of opportunities for both professional and personal growth.

Will obtaining this certification help me get a promotion?

Many factors are considered when filling available positions. One of those factors may be your graduation from this program. Job postings may include graduation from this program as a preferred qualification.

When will I receive notification of a decision?

Following the six-member Applicant Selection Panel review, decisions will be e-mailed to all applicants.

Who should I contact if I have more questions?

Contact the Judicial College, Professional Development at (410) 260-3660 or at professionaldevelopment@mdcourts.gov.